

Work Group: KEN IT Coordination Committee

Date	02/07/07	Time	3:00pm
Facilitator	K. Ann Riggs	Scribe	Teresa Tackett
Location	9th floor Conf. Rm. Capital Plaza Tower	Call-In #	

Agency / Attendees / Role

Educ.	Ann Riggs	Committee Member
COT	Tom Ferree (via conference phone)	Committee Member
ConnectKy	Heather Gate (on behalf of Brian Mefford)	Committee Member
CPE	Al Lind	Committee Member
KDE	Tim Sizemore (on behalf of David Couch)	Committee Member
CPE	Miko Pattie	Chairperson, Applications Subcommittee
OEA	Pam Young	Guest
Educ.	Michael Goins	Guest
ConnectKy	Kristyn Hall	Guest

Agenda/Decisions

Item:	Call to order	Decision(s)
1		
Item:	Minutes Approved	Decision(s)
2	Minutes for Jan. 24 th meeting were reviewed by members. Minutes for the Jan. 3, 2007 will be available for approval at the next meeting on 2/21/07	Tim motioned to approve minutes, Tom 2 nd the motion. Vote was taken, no objections were heard and minutes were approved.

Item:	Network Subcommittee Update	Decision(s)
3	<p><u>Network Subcommittee:</u> Tim Sizemore, Chairperson</p> <p>Tim indicated that they expect 92 sites to be completed by June 30th and the remaining 84 sites by Dec. 31, 2007.</p>	<p>Tim will have a "funds/spending update" for us by Friday, Feb. 9th.</p>
Item:	Application Subcommittee Update	Decision(s)
4	<p><u>Application Subcommittee:</u> Miko Patti, Chairperson</p> <p>Miko said they are close to finalizing the 2nd survey to send out. After analyzing the first survey, they have come up with 21 applications.</p> <ul style="list-style-type: none"> • They need as much agency response as possible. • We are asking them to check their top 5 application choices. • There will be a 2 week turnaround time • After analyzing 2nd survey, we can finalize matrix • Identify Phase 1 applications • Phase 1 should have a place in Capital Plan • Video Conferencing is top application, and we need to meet April 15 deadline to get in Capital Plan for 08-10 Budget Request <p>The applications subcommittee decided that P-20 is the correct terminology to use. After some discussion, the ITC Committee indicated that we needed to be consistent, should it be referred to as P-16 or P-20?</p>	<p>Will have 2nd survey finalized by the next meeting on Feb. 21st.</p> <p>Ann will check with Michael Goins, in Communications, as to which term should be used.</p>
Item:	Ky RON Update	
5	<p>Ky RON (formerly referred to as KEN KON)</p> <p>Al Lind reported that things are coming together and there is a meeting on Friday to discuss funding issues.</p> <p>Updates to follow</p>	
Item:	Celebration Update	Decision(s)

6	<p>Ann reported that after consideration, it was decided that it would be in the best interest of the KEN Project to plan the KEN Celebration around September of this year instead of late March as previously discussed.</p> <p>We may have a demo to present to A & R Committee between now and then, possibly June or July.</p>	
Item:	Communications Plan	Decisions(s)
7	<p>Michael Goins will be heading our Communications Committee for the KEN Project.</p> <p>Some suggestions for the Communication Plan...</p> <ul style="list-style-type: none"> • Template set up for news releases • Trifold brochures as informational handouts • Pocket cards as informational handouts 	<p>Mike will have a draft for the committee to review in a few days.</p>
Item:	Program Manager Update	Decisions(s)
8	<p>Continue to review resumes.</p> <p>Updates to follow</p>	
Item:	Open Discussion	Decision(s)
9	<p>WEBSITE – www.ken.ky.gov</p> <ul style="list-style-type: none"> • Official Logo needed for KEN • Begin telling stories re: KEN successes and positive feedback • brochure available by download 	

Other Discussions

New/Other Business – Discussions and Decisions:

Next Steps

Action Items Assigned in this Meeting:

1. Ann will check w/ Michael Goins re: P-16 or P-20 use
2. Invite Rob Sprang from UK (CBCN) to attend next ITC Mtg. on 2/21

Next Meeting	Agenda Items Suggested and/or Moved Forward
	Items:
Next IT Coordination Committee Meeting is 2/21/07	

KPID = Key Point(s) Influencing Decision (e.g. timing, funding, access, security issues, MoU or other signatory approval needed, etc.) will be noted as and if they apply to individual decisions.